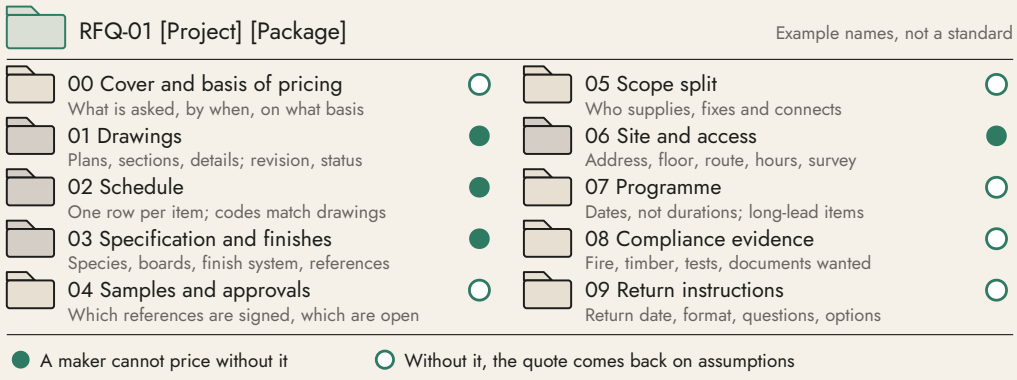
What to send a maker: the bespoke *RFQ pack*

The ten folders of an RFQ pack for bespoke joinery or furniture, the four a maker cannot price without, and wording to paste in. No prices, no durations.

AT A GLANCE

Folder	Put in it	If it is missing, expect
00 Cover and basis of pricing	Project, package, what is asked, who asks, return date, a named contact, and the basis-of-pricing paragraph.	A price on the maker's own assumptions.
01 Drawings	Plans, elevations, sections and details at a stated scale; revision, date and status on every sheet; a drawing register.	"Based on drawing dimensions" and provisional lines.
02 Schedule	One row per item: code, room, quantity, finished size, finish and sample references. See the FF&E schedule.	A lump sum, or an item list of the maker's own.
03 Specification and finishes	Species and cut, boards, veneer, hardware, finish system and sheen, each fixed by a reference.	"Or similar", "to suit", a standard finish.
04 Samples and approvals	Which sample references are signed, proposed or not yet made; who signs; the light to judge them in.	The maker's default finish priced.
05 Scope split	Who supplies, fixes and connects: fixings, services, power and data, tops, fitting, making good, protection.	Items excluded, or left unstated.
06 Site and access	Address, floor, route and lift sizes, hours, restrictions, survey status. See the delivery access survey.	"Subject to survey", "ex works".
07 Programme	Dates, not durations: drawing approval, order, delivery window, site-ready date, fitting window; long-lead items flagged.	A lead time counted from an event you did not choose.
08 Compliance evidence	Fire, timber, test reports and documents wanted. See the fire documentation matrix and FSC and PEFC.	"Certificates on request", not priced.
09 Return instructions	Return date and format, questions deadline, how options and alternatives are shown, validity wanted.	A return that cannot be compared.

Folder numbers match the drawing. The names and order are working practice, not a standard: we found none that sets what an RFQ must contain.



An RFQ pack as ten numbered folders. The names are an example, and the split between "cannot price without" and "comes back on assumptions" is our own reading of practice. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

BASIS OF PRICING (PASTE INTO THE COVER LETTER)

Prices are requested for [package] at [project, address] as described in the documents on the RFQ register dated [date], revision [ ]. A document not on the register is not part of this request. Drawings are issued for quotation and are not for construction; shop drawings follow an order. Where information is marked 'to be confirmed' or 'allowance', state the assumption priced. Prices are to be [fixed / provisional] and valid for [ ] days. State every qualification, exclusion and assumption separately, not in the covering letter. Alternatives to the specification are priced as separate options, with data sheets, and accepted only by written approval from [designer].

SCOPE SPLIT AND PROGRAMME

Responsibility for each item is as Schedule [number]. An item marked 'by others' is excluded from the price, and the schedule names who supplies and fixes it. Dates assumed: drawing approval [date]; order [date]; delivery window [dates] to [address, floor]; site ready for fitting [date]; fitting window [dates]. Tenderers are to state what they need, and from what event, to meet these dates, and to flag long-lead items [list].

RETURN INSTRUCTIONS

Return by [time] on [date] to [name, email] as [PDF and spreadsheet]. Mark each line of Schedule [number] Included, Excluded or Qualified, and state the revision of the register priced. Questions are to be sent by [date]; each answer will be sent to all tenderers.

PRESCRIPTIVE OR DESCRIPTIVE INFORMATION

The drawings and specification in folders 01 and 03 are [prescriptive: products and construction are fixed by the design team, and the maker prepares shop drawings from them / descriptive: the maker completes the design to meet [clause], and design responsibility for that part passes to the maker]. Tenderers are to confirm which they have priced.

TERMS USED

FF&E schedule

A line-by-line list of every furnishing item on a project with its code, room, description, finish, size, supplier, quantity and status, used to specify, price, order and track the items. The most useful versions also record compliance evidence.

Long-lead item

An item whose making and delivery takes long enough that its order date drives the project programme, so it has to be ordered earlier than the rest. Typical examples are hand-finished, imported or custom-made pieces.

RFQ (request for quotation)

The documents sent to a maker asking for a price on a defined scope. The word is used loosely alongside 'tender'. What binds the parties is the contract or procurement route in use, not the label.

Basis of pricing

The paragraph that states what a price is made from: which documents and revision, what is fixed and what is provisional, what is excluded, how long it holds.

STANDARDS AND SOURCES

- BIID: Professional Practice Series, FF&E: published 15 Dec 2020, read 5 Nov 2026; used for the two procurement routes (nominated supplier, competitive tender).
- NBS: RIBA Plan of Work 2020 and specification: Dale Sinclair, 17 Jun 2020, read 5 Nov 2026; prescriptive and descriptive information and design responsibility.
- No standard applies: we found no British Standard, contract form or trade guide that sets the contents of an RFQ for bespoke joinery or furniture: the folders are practice guidance.
- Make Bespoke Studio: Pricing and quotation; Lead times: quotations start from approved drawings and material specifications; the lead-time clock starts at written approval of shop drawings and samples.

Full guide: https://makebespoke.com/trade/technical/bespoke-rfq-pack. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.